

Project Guidelines

Description of Projects

Expectations

- Students will be expected to take initiative in the creation and completion in a variety of projects
- Projects formats will be taken from the following:
 - Teacher led projects
 - Student led projects
 - Group projects
 - Community service projects
- Students will be expected to complete multiple projects each marking period. The actual number will be determined through negotiations with advisors

Grading

- Projects are the key component for learning in the Integrated Studies Program and thus account for the largest percentage of student grades.
- Grading of projects will be determined through negotiation with the advisor.
- Students will determine what a successful conclusion to their projects will be. Grading criteria will then be developed with the advisor.
- At the conclusion of a project, the student and advisor will meet to determine if the criteria for success was met.

Three Components

1. Written Component

- Length will be determined by the nature of the project and negotiation with an Advisor.
- Format:
 - 10-12 pt Times New Roman or Arial font
 - Double spaced
 - 1 inch margins
 - Justified Alignment
 - Header with Name, Date, and Page Numbers
- Works cited page must be included (Reference all sources: Books, Websites, Magazine Articles, Content Area Experts)
- Spelling and Grammar must be correct

2. Presentation Component

- Time limit will be determined by the nature of the project and negotiation with an Advisor.
- Presentations should provide a summary of the written component and an explanation of the creative component

3. Creative Component

- The creative component can take a variety of formats from a constructed model, to website, to a video. Be imaginative!!
- This component should relate to the written component

Process

- **Create the Proposal**

- Students will be expected to propose a variety of projects that address numerous state academic standards.
- Proposals should describe the following:
 - Topic of the project
 - Timeline for completion
 - Standards to be addressed
 - Description of the written component
 - Description of the creative component
- **Negotiate the Proposal**
 - Present proposal to advisor
 - Advisor will discuss projects with students and suggest possible modifications
 - Other advisors may be brought into process to offer their expertise
 - A project may commence once the student and advisor have reached agreement on:
 - content
 - standards
 - timeline
 - measures for success
- **Working on Project**
 - Students must create a daily agenda explaining what they hope to accomplish for the day with a timeline
 - Daily agendas must be given to the advisors
 - Students will work on projects daily (They will be expected to work outside of school hours as well)
 - Students will provide a daily reflection of accomplishments for the day. Reflections should discuss whether the daily timelines were met, any challenges that arose during the day and how they were addressed, and how they intend to move forward in coming days.
- **Completing a Project**
 - **Written component:**
 - Must first be turned in to the advisor for evaluation.
 - The advisor will determine if the goals set in the initial negotiation were met
 - The advisor may recommend changes to be made to the project and negotiate them with the student
 - **Creative component:**
 - May be evaluating either before or during presentation
 - Can take many forms
 - Can be something tangible like a model
 - Can be something digital like a powerpoint, podcast, video, music, etc..
 - **Presentation component**
 - A project is not complete until it is presented
 - Presentations must be scheduled with the advisor
 - Some presentations may be one on one while others may require a group or even an online audience
 - **Self-evaluation**
 - Complete self-evaluation checklist
 - Describe strengths and areas of improvement
 - Save and revisit evaluations to determine if improvement has been met since completion of last project
 - In cases of group projects, students will evaluate other members' contributions
 - Self-evaluation and adjustment is to be an ongoing process to be discussed with advisor on a regular basis and used as a foundation for positive improvement

